

Job Description: Programme Manager - Sector-Led Consultancy (Cyber, Digital and Technology)

Reports to: Head of Programme – Cyber, Digital and Technology

Directorate / Team: Policy and Strategy Directorate; Cyber, Digital and Technology Team

Grade: Grade 7

Job Purpose:

To manage and coordinate the delivery of the Sector-Led Consultancy Programme and a range of sector-led improvement projects that support councils to develop the skills and knowledge and equip them with the skills they need to design and deliver secure and inclusive digital public services.

Core Accountabilities:

1. Oversee and directly contribute to the delivery of the the Sector-Led Consultancy Programme within resource and budget allocations that deliver the LGA's business plan and help councils meet their challenges and priority outcomes.
2. Develop networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
3. Support the Head of Programme in maintaining a culture of continuous improvement across the division.
4. As directed by the Head of Programme, commission resources to supplement the LGA core resources in terms of capacity and expert knowledge, following agreed procurement processes and within budget allocations.
5. Lead/work as part of a team, building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.

6. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
7. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Engage with key stakeholders, including senior government and local government representatives to identify challenges facing the sector and contribute to the development of ambitious LGA programmes and services to support councils.
2. Work directly with councils to develop ambitious prototype models for delivering modern and secure public services and ensure learning and good practice is shared across local government and the wider public sector.
3. Develop and participate directly in the delivery of programmes of support designed to support councils to develop the knowledge and skills and equip them with the tools they need to design secure and inclusive digital public services.
4. Lead, supervise and manage LGA staff, associates member and officer peers and third party suppliers to ensure that programmes are delivered effectively and efficiently; commission services from external suppliers and agencies to ensure the appropriate level of support and capacity to deliver services on time, within budget and to quality standards.
5. Develop and maintain relationships across local government and central government, elected members, regulatory bodies, professional societies, voluntary and private sector business, and partner organisations to ensure influence of sector improvement and promote LGA's contribution at a national and regional level.
6. Participate in national and sub-national events to improve knowledge of developments within local government and the products and services of the LGA.
7. Coordinate programme reporting, including to senior management and government departments, to demonstrate the impact of LGA initiatives and value for money.
8. Work with the Head of Programme to bid for funding, including from Government departments, and secure the long-term position of the programme.

Relevant Contacts:

Local Authorities

Elected Members
Senior Officers
Designated member councils

Post Number: 400241

National, regional and sub-regional organisations and groupings of councils

Central Government

Central Government departments

LGA

LGA lead members

Programme teams

Other

Third sector

Regulatory bodies

Private sector partners

Person Specification: Programme Manager – Cyber, Digital and Technology

Qualifications

- Educated to degree level or equivalent

Knowledge and experience

- Thorough understanding of the political structures and environment in which local and central government and the LGA operates
- Understanding of the key issues, priorities and pressures affecting local government including the policy and improvement agenda
- Demonstrable experience of leading successful projects/programmes
- Experience of producing presentations, reports, and briefings
- Experience of working with senior officers and members to deliver support to local authorities
- Record of achievement in complex political environments, preferably in local or central government.
- Proven ability to build and maintaining effective relationships and partnerships.
- Understanding of cyber security, data and/or digital transformation.

Skills & abilities

- Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials
- Proven credibility with politicians, senior managers, key stakeholders and staff
- Able to work comfortably in policy areas relating to information security, digital services, data and technology, not requiring technical expertise
- Proven ability to lead and motivate others
- Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines
- Strong influencing, negotiating, and relation-building skills
- Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way
- Confident and resilient with excellent people skills, able to develop positive internal and external relationships; strong team player able to build alliances and lead from within
- Good financial and resource management skills
- Strong analytical skills including the ability to interpret evidence and identify trends
- Intellectually agile and innovative, capable of translating ideas into policy and practice
- High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions
- Demonstrable skills in leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds
- Commitment to personal and professional development

